



**FAMILY GUIDANCE  
& OUTREACH CENTER**

of **LUBBOCK**

# FAMILY GUIDANCE AND OUTREACH CENTER OF LUBBOCK

- Began in 1982 as Family Outreach Center
- Volunteer-based
- Goal of preventing abuse and neglect of children
  - Parenting Guidance Center was opened in 2003
  - School Based Programs began in 2009
  - Virtual and online operations began in 2020 due to COVID-19.



# MISSION AND VISION

- Mission:
  - FGOC is committed to building and empowering families through education and awareness.
- Vision:
  - FGOC envisions a community without child abuse and neglect.

# HOW DO WE DO THAT?

- School Based Programs
- Parenting Guidance Center
- Educational Programs for Community
- Fundraising and Community Outreach
- Development and Grants
- Strong Board of Directors



# BOARD OF DIRECTORS

Breeanna Olsen, 2020-2021 President

# SCHEDULE FOR 2021

- 2<sup>nd</sup> Wednesdays of the Month (can be changed by a Board vote)
- No meeting in the month of July
- November's meeting falls on a different week because of Veteran's Day
- Board members are asked to miss no more than 3 meetings a year
- If a board member misses 3 meetings, they may be asked to resign
  - Case by case basis

# BOARD BYLAWS

- Directors are elected to a two year term, may renew up to 3 times.
- Officers are elected each year (December) for the new year
  - President, Vice President, Secretary and Treasurer
- President presides over all meetings
- Vice President serves in the absence of the President
- Secretary records and prepares minutes
- Treasurer supports FGOC staff in financial preparations and holds agency financially accountable

# COMMITTEES

- There are three committees within the board
- Executive Committee, Nominating Committee, Finance Committee
- **Executive Committee:** President, Vice President, Secretary, Treasurer
  - Duties: represent the agency when needed and make decisions regarding removal of board members and/or discussions with FGOC staff.
- **Nominating Committee:** chairperson is appointed by the President, members are determined through chairperson (often by volunteering board members)
  - Duties: annually prepare/submit potential board members to the Board of Directors. President may not serve on this committee. Meetings are in October.
- **Finance Committee:** chairperson is the Treasurer. Members are determined through chairperson (often by volunteering board members)
  - Duties: meets twice a year to prepare budget for new year and deliver to Board of Director's for approval. Meetings are in October.



# BOARD MEMBER EXPECTATIONS

- Board members may miss a total of 3 board meetings per year. If you miss more than 3 dates, you may be asked to leave the Board.
- Board meetings are scheduled a year in advance to accommodate.
- We understand things happen. Special consideration may be given by the Executive Committee through a vote if a board members wishes to remain, following 3 absences.
- Board members are asked to volunteer at least 10 hours per year to the agency.
- Board members may not print or share financials or minutes with anyone outside of the Board of Directors.
- Board meetings must have a quorum to vote. This means half of the total number of members, plus one.

# BOARD MEETING PROTOCOL

- Welcome and Call to Order
- Mission Moment
- Staff Reports
- Executive Director Report
- Existing Business
- New Business
- Adjourn

# ROBERT'S RULES OF ORDER

- In 2020, FGOC adopted Robert's Rules of Order for our Board of Director's Meetings.
- Parliamentary procedure is used to ensure meetings are fair, efficient and orderly.